Award Nomination Criteria, Eligibility, and Process

Individual Award nominees:
- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, Texas A&M Health Science Center, SSC Services for Education or Chartwells
- Persons whose primary position (as identified in Workday) is faculty are not eligible
- Title must be below the level of department or unit head; examples: associate director and below are eligible; director and above are ineligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominee’s department business person to confirm.
- Must have a minimum of two years of service with Texas A&M
- Must still be actively employed at time of ceremony – Wednesday, April 22; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation
- Must not be a past recipient (see list at employees.tamu.edu/pmsa)

Team Award nominees (applies to each team member):
- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, Texas A&M Health Science Center, SSC Services for Education or Chartwells
- Persons whose primary position (as identified in Workday) is faculty are not eligible
- Titles must be below the level of department or unit head; examples: associate director and below are eligible; director and above are ineligible
- Must be actively employed at time of ceremony – Wednesday, April 22; retiree status ineligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominees’ department business person to confirm.
- Majority of team members must have a minimum of two years of service with Texas A&M
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation
- Teams cannot exceed 15 members; teams with more than 15 members will be disqualified
Supervisor Award nominees:
- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, Texas A&M Health Science Center, SSC Services for Education or Chartwells
- Persons whose primary position (as identified in Workday) is faculty are not eligible
- Must be below the level of division or college head; examples: director level to associate vice president or associate dean are eligible; vice president and above are not eligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination. Contact the nominee’s department business person to confirm.
- Must be actively employed at time of ceremony – Wednesday, April 22; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation

How to nominate:
- Any member of the Texas A&M Community is encouraged to make nominations
- An individual may only be nominated for one category: individual, team, or supervisor
- Find the online nomination form with instructions at employees.tamu.edu/pmsa
- NEW: To simplify the nomination process and provide equal opportunities for everyone, the PMSA nomination packet has been modified and will only require the completion of a nomination form. Letters of support will no longer be a part of the nomination process and will not be included in the packet for the selection committee to review.
- See next section for a list of nomination tips
- Submit nominations by close of business on Monday, January 27, 2020

Award recipients will be posted at employees.tamu.edu/pmsa in April. Awards will be presented on Wednesday, April 22, 2020.

1 In order to be eligible for nomination, the employee must have 50% or more of their salary funded by Texas A&M University (02). To verify eligibility of a potential nominee whose position includes non-Texas A&M University funding, please emailemplrecognition@tamu.edu.
Nomination Tips

By giving detailed examples about your nominee, you can help the selection committee better understand why your nominee should receive the President’s Meritorious Service Award.

- Describe how his/her/their work performance demonstrates commitment to the Texas A&M University Core Values of excellence, integrity, leadership, loyalty, respect and selfless service (tamu.edu/about/coreValues.html).
- Share examples of how he/she/they serve as a role model and/or mentor for others.
- Give examples to show patterns of professional development over time.
- Detail accomplishments and his/her/their impact.
- Consider how they have taken their position and made an impact for the university and/or the community.

**GIVE SPECIFIC EXAMPLES** – Use descriptive language and then give a situation or example that shows why the individual or team should win the award. More details are much better than less details:

😊 **Strong Example:**
“Mary was responsible for organizing the school’s first multicultural training and organized assemblies featuring speakers of different cultural backgrounds.”

😊 **Weak Example:**
“Mary always celebrates diversity.”

😊 **Strong Example:**
“Quan realized some of our monthly reports were being prepared manually, so he took it upon himself to automate the process. Quan even went as far as to train our team on Microsoft Access—with specific emphasis on how to apply the tools and techniques to our needs. He put together a terrific training session with handouts and notes that we continue to use as reference materials.”

😊 **Weak Example:**
“Quan is a true team player. He always comes to work with a smile on his face.”

Other Tips:

- Include a brief description of typical job duties, so the committee can see how the nominee goes beyond their normal duties.
- List relevant community service or Texas A&M University volunteer programs.
- Have someone review your form before you submit it. They may find errors or give feedback on how to improve it.

**NOTE:** These tips cannot guarantee your nominee will be selected, but they can help the committee select the best nominees for the award.

Go to employees.tamu.edu/pmsa to nominate. Questions may be referred to Human Resources at emplrecognition@tamu.edu or (979) 845-7995.